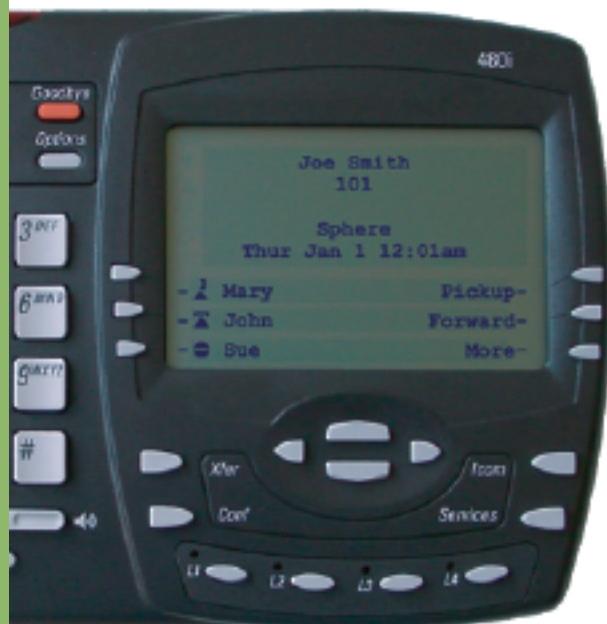




Pocket User Guide

480i Phone for Sphericall





Sayson 480i for Sphericall

User Guide

Revised: May 12, 2004

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www.sayson.com

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Introduction

This 480i IP telephone is integrated for use with the Sphericall phone system from Sphere Communications to provide communications over an IP Network using the MGCP IP telephony protocol. The 480i has all the features of a regular business set and more, allowing you to make and receive calls, transfer, conference, intercom and more.

Phone Features

- A 3.5" x 2.25" backlit display
- 6 multi-functional softkeys customized for the Sphericall System
- 4 call appearance/line lights with corresponding buttons
- Enhanced busy lamp fields
- Set paging
- Full-duplex speakerphone for handsfree
- Built-in-two-port, 10/100 Ethernet switch which lets you share a connection with your computer.
- Inline power support which eliminates power adapters.

Requirements

- Sphericall 4 System from Sphere Communications
- 802.3 Ethernet/Fast Ethernet LAN
- Category 5/5e straight through cabling
- Aastra Power over Ethernet power supply (optional accessory - necessary only if no inline power is provided on the network)

About This Guide

This user guide explains how to use your new 480i that has been integrated for use on the Sphericall 4 phone

system. Not all features listed are available by default. Contact your Network Administrator to find out which features and services are available to you on your system. For installation and set-up refer to the 480i Installer's Guide included with your phone.

Additional Documentation

- *Aastra 480i Installation Guide*: installation and set-up instructions, general features and functions, and basic options list customization.
- *Sphere's Book 4: Integrate Partner Technologies* (refer to the “Aastra 480i” section under “Third Party Installations”): Sphericall System configuration and advanced instructions for the 480i. This is an administrator level guide.
- *Sayson 480i phone for Sphericall—Pocket User Guide*: explains the most commonly used features and functions.

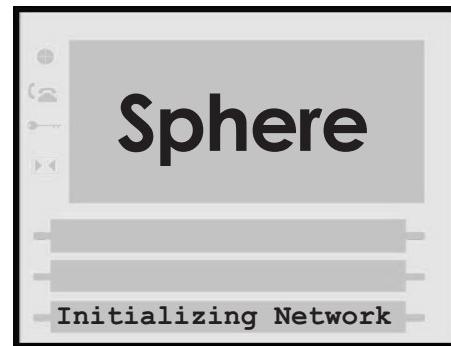
Installation and Set-up

If your Network Administrator or Sphericall Dealer has not already set-up your 480i phone, please refer to the “Aastra 480i Installers Guide” included with your phone.

Getting Started

When You First Plug in Your Phone

The 480i automatically begins the start up sequence as soon as it is connected. The phone goes through this process the first time you plug in your phone, and every time you restart your phone. The first screen the phone displays is the Sphere splash screen. After displaying this, the 480i will look for new updates for the phone from the server.



Updating Your Phone

If a new update is found, the phone will display the message **Downloading firmware**. This may take a few moments while the phone downloads the latest updates. Do not unplug or remove power to the phone while it is downloading firmware.

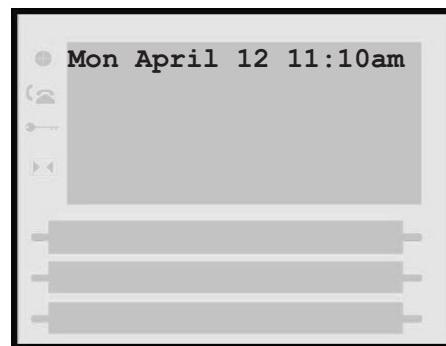
Note: New updates can also be downloaded automatically to your phone at a scheduled time from the server. This is set up on the phone system by your Network Administrator and should be scheduled during non business hours or slow call periods.



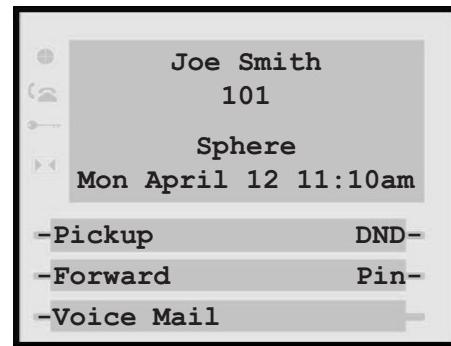
Start up Screens

After the phone has displayed the Sphere splash screen, or after downloading an update (if an update was available), the phone will display:

1. The date and time.



2. The Idle State menu.



Incomplete Config.

If your phone displays an [**Incomplete Config.**] message at the end of the start up sequence instead of the Idle State menu, this means your Network Administrator has not set up your extension correctly. Contact your Network Administrator for assistance.

No Service

The **No Service** prompt appears on the display and the telephone status light turns on when the phone is not properly connected to the network. The phone also displays the default time and date of **12:00 am Jan 1st, 2000** or the equivalent. Check that the cables are tightly connected to the phone and to the wall jack. The phone should automatically detect when the connection is reconnected. If changes have been made to your phone settings, you may need to restart your phone. For more information

about connecting your phone, refer to the *480i Installer's Guide* under the *Connecting to the Network and to Power* section. Check with your Network Administrator for assistance.

Restarting Your Phone

You may want to restart your phone to check for updates for your phone on the server. You may also need to restart your phone if you have been asked to do so by your Network Administrator or if you are having problems with your phone.

To restart your phone:

1. Press **(Options)** to enter the Options List.
2. Use  to scroll down the list of options to **10. Phone Status** and press the **Show** softkey, or you can press **0** to jump directly to this option.
3. Use  to scroll down the Phone Status list to **3. Reset Phone** and press the **Show** softkey, or you can press **3** to jump directly to this option.
4. Press the **Reset** softkey to reset the phone.
5. If you do not wish to reset your phone, press the **Cancel** softkey.

You can also reset your phone from the AASTRA 480i WEB CLIENT.

Note: Your phone will be out of service temporarily during the restart process and downloading process.

Customizing Your Phone

Setting your Options

Pressing the **(Options)** button gives you a list of configuration options. Some options should only be set up or changed by your Network Administrator. Please contact your Network Administrator before adjusting any administrator level options, or refer to the *480i Installer's Guide* included with your phone for more information.

For more information on customizing Administrator level options, Network Administrators should refer to *Sphere's Book 4: Integrate Partner Technologies* under "Third Party Installations" in the "Aastra 480i" section.

Note: The Live Dial Pad option in the 480i phone's options list is not available on the Sphere system. This feature may become available in the future. General information on this feature can be found in the *480i Installer's Guide*.

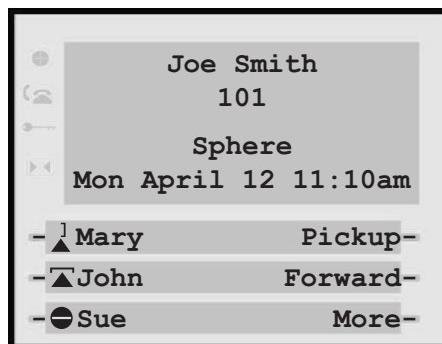
Customizing Softkeys as Busy Line Fields

On the 480i, you can add up to five BLF (Busy Line Field) softkeys to the display. BLF softkeys allow you to monitor the status of other extensions on your system by updating the status of a display icon for that extension. BLF softkeys can also give you presence information by showing when someone is available, for example, as with DND (Do Not Disturb). On the Spherical phone system, BLF softkeys can monitor for connected, ringing, idle and DND status information.

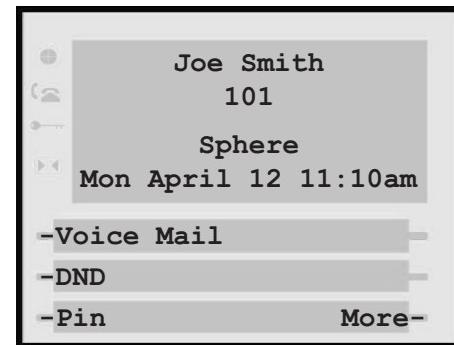
BLF Status	Display Icon
Idle	▲
Ringing	▀
Connected	■
DND (Do Not Disturb)	●

Pressing a BLF softkey when that extension's status is Idle will call this extension. Pressing a BLF softkey when that extension's status is ringing will pickup the call ringing at that extension. Pressing a BLF softkey when that extension's status is connected or on DND will handle your call according to that extension's configuration settings for multiple calls on the Sphericall system.

When you add BLF softkeys to your phone, the default softkeys will shift into a submenu. To access the softkeys in the submenu, press the **More** softkey.



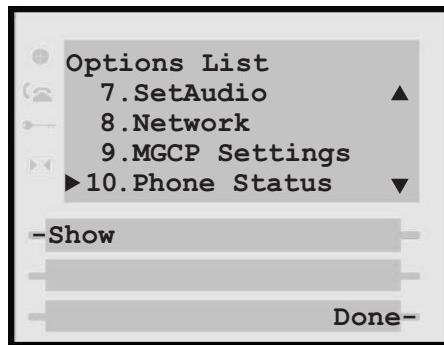
To go back to the main Idle State menu from the submenu, press the **More** softkey again.



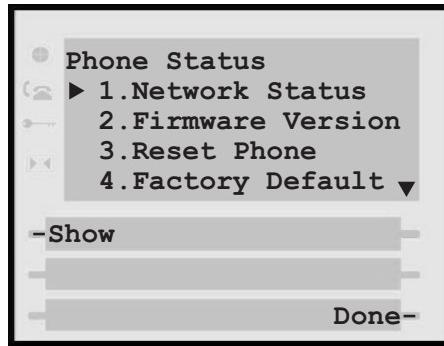
You can add softkeys as BLFs on your phone through the Aastra 480i Web Client. To access the Aastra 480i Web Client, you will first need to know your phone's IP address.

To find your phone's IP address:

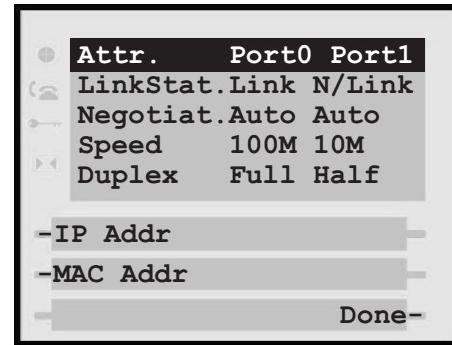
1. Press **(Options)** to enter the Options List.
2. Use **▼** to scroll down the list of options to **10. Phone Status** and press the **Show** softkey, or press **0** to jump directly to this option.



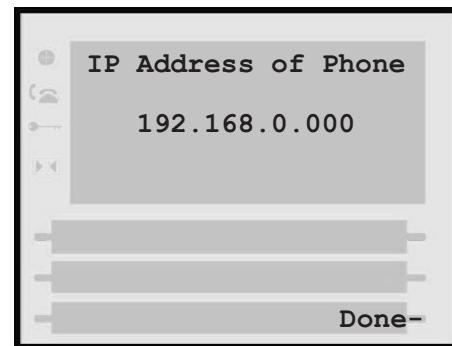
3. Use to scroll to **1.Network Status** and press the **Show** softkey, or press **1** to jump directly to this option.



4. Press the **IP Addr** softkey.



5. You will now see your phone's IP address.



To Access the Aastra 480i Web Client

1. Open your web browser (i.e. Internet Explorer or Netscape, etc) and enter your phone's IP address into the address field, starting with the web prefix http://.



2. In the side menu bar under the "User" section, click on "BLF Soft Keys"



3. A new window will pop up. Enter your user name and password into the user name and password fields.

Note: By default, the user name is "user" (all lower-case) and the password field is left blank.

4. In the Ext field column, enter the extension number of the extensions you wish to monitor, and in the Name field column enter the corresponding name. The phone will display the extension number if no name is entered.

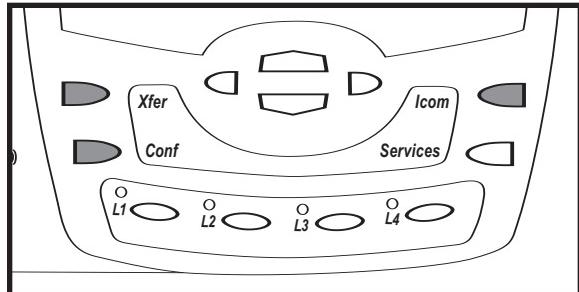
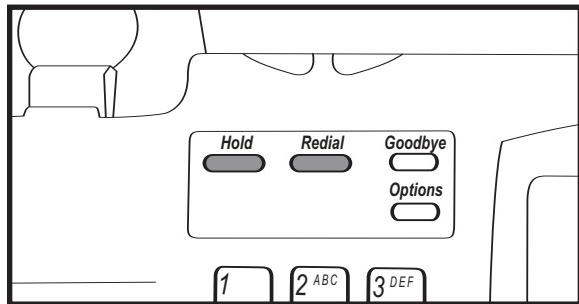
Ext	Name
1	Mary
2	John
3	Sue
4	
5	

5. Click the "Set Values" button to make the changes. Your web browsers will show the message "Setting extensions complete" and your phone will update immediately.

Using Your Phone

Hard Keys

There are hard keys on your phone, such as *Hold*, *Redial*, *Xfer*, *Icom*, and *Conf* that are configured for the call handling features of the Sphericall system. These keys are static and cannot be reprogrammed or changed. They are located in two different areas on the phone.



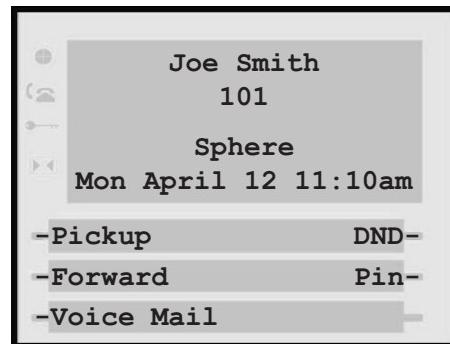
Softkeys

Your 480i has 6 softkeys, 3 on either side of the phone's display. These softkeys are pre-programmed for call handling and extension management features of the Sphericall system. The softkey menus will change depending on your phone's state, displaying relevant softkeys only.

Note: The softkeys outlined in this manual represent the default arrangement of softkeys within the various screens.

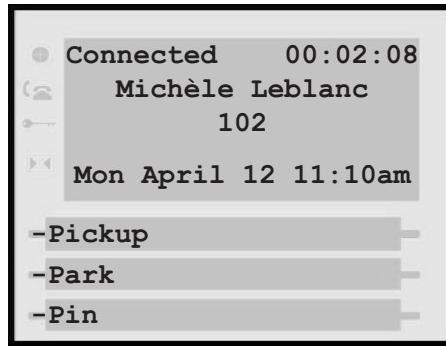
Idle State

The Idle State menu appears when your phone is not in use. The softkeys in the Idle State menu allow you to make calls, pickup calls, check voicemail, manage your extension, and more.



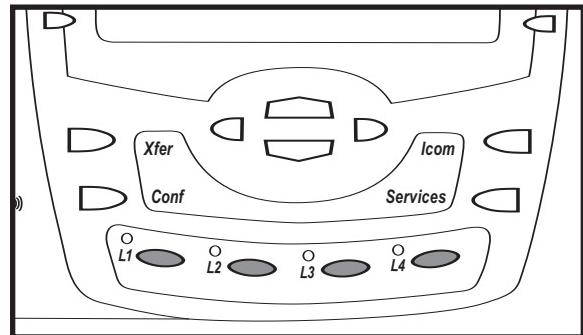
Connected State

The Connected State Screen will appear when you are talking to someone on the phone. Connected State functions are available as softkeys on the connected state screen, as well as hard keys on the phone. These softkeys and hard keys allow you to do call handling, such as transferring, conferencing, parking, placing calls on hold and more.



Multiple Line and Call Appearances

The 480i has 4 line/call appearance buttons each with a corresponding status light.



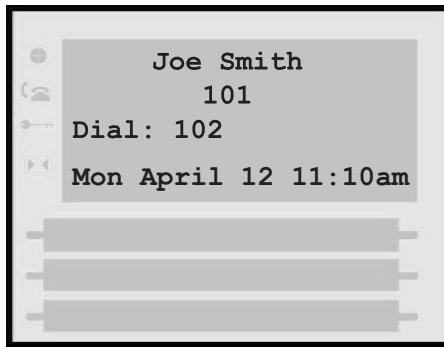
These line/call appearance buttons and lights can represent physical lines, calls for your extension or calls from a group that your extension is a part of. By pressing a line/call appearance button, you connect to the line or a call it represents. The line/call appearance light shows the status of that line or call. When you take the phone off-hook, the phone will automatically select a line for you.

Line/Call Appearance Light Behaviour	Line/Call Appearance Status
Off	Idle line or no call activity
Light flashes quickly	Ringing
Light is solid	Connected
Light flashes slowly	Hold

Making Calls

Dialing a Number

First, take the phone off-hook by lifting the handset, pressing the button or pressing a line/call appearance button. At the dial tone enter the number you wish to call. If you are unable to make calls within certain area codes, check with your system administrator for any toll restrictions placed on your extension that may restrict your access to long distance area codes or dialing prefixes.



Using Handsfree Speakerphone

The handsfree feature allows you to speak to someone without using the handset or headset. Your phone must be in either the speaker or speaker/headset audio mode. For more information, see the section "Customizing Your Phone" in the *480i Installer's Guide*.

- To dial using handsfree, first press and enter a number at dial tone.
- To answer a call on your phone using Handsfree, press .

- If in speaker audio mode, press to switch between handsfree and the handset.
- If in speaker/headset audio mode, press to switch between handsfree and headset.
- When the handset is on hook, press to disconnect a Handsfree call.
- When Handsfree is on, the speaker light turns on.

Using a Headset

The 480i accepts headsets through the modular RJ22 jack on the back of the phone. Contact your telephone equipment retailer or distributor to purchase a compatible headset. Customers should read and observe all safety recommendations contained in headset operating guides when using any headset.

Advanced Volume Controls for the Headset Mic

On the 480i, there are 3 options for the headset microphone volume. To change this volume:

1. Press **(Options)** to enter the Options List.
2. Use to scroll down the list of options to **7. Set Audio** and press the **Show** softkey, or you can press **7** to jump directly to this option.
3. Press the **Advanced** softkey.
4. Use to scroll down the list or press the **Change** softkey to go to the next selection.
5. Press the **Done** softkey to save changes and exit.
6. If you do not wish to save changes, press the **Cancel** softkey.

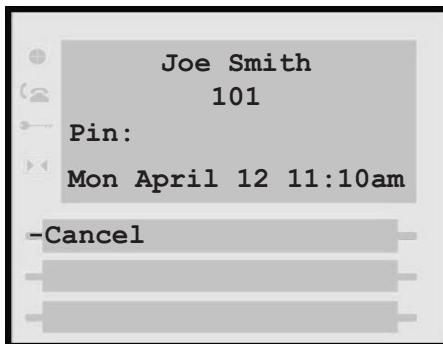
Note: By default, the volume for the headset microphone is set to medium.

To Make and Receive Calls Using a Headset:

1. Ensure that you have selected a headset audio mode by accessing the Options menu. See the section "Customizing Your Phone" in the *480i Installer's Guide* for detailed information.
2. Plug the headset into jack.
3. Press the / key to obtain a dial tone or answer an incoming call. Depending on the audio mode selected from the Options menu, dial tone or an incoming call will be received on either the headset or the handsfree speakerphone.
4. Press the key to end the call.

Dialing Privileges (PIN Authorization)

The PIN Authorization number allows you to apply dialing privileges from your assigned user profile to make calls on an extension that has call restrictions. If the phone is connected to a call, pressing the **Pin** softkey will automatically place this call on hold before opening up a new line for the new call.



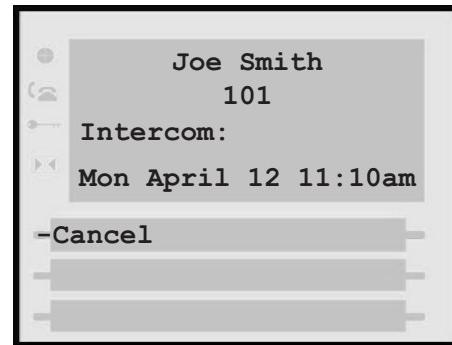
To make a call using an Authorization PIN number:

1. Press the **Pin** softkey on the restricted phone
2. Enter in an Authorization PIN number at the prompt
3. Dial a phone number

Note: Your privileges will only apply to this one call. After the call is complete, the privileges for this extension will return to normal.

Intercom

To intercom another extension on the system:



1. Press the button.
2. Enter the extension number of the person you wish to intercom or the BLF softkey for that extension.
3. After a beep tone, your phone will automatically connect with the remote extension and you can speak through its speaker.
4. To cancel intercom, press the button or the **Cancel** softkey.
5. When you are finished speaking, hang up the phone

by placing the handset back on-hook or by pressing the **Goodbye** button or the line/call appearance button for the active call. When you hang up, the remote phone will also hang up.

Redial

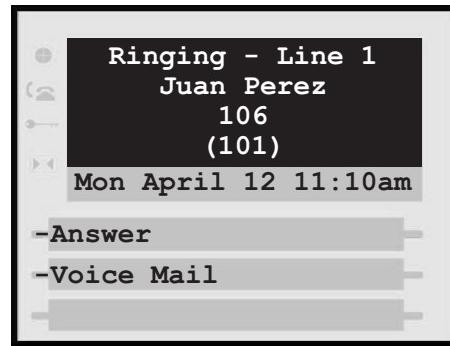
Press the **Redial** button to automatically dial the most recent number you dialed from the phone.

Mute

Press the  button at any time to mute handset, headset or handsfree. The speaker light will flash slowly and you will hear the caller, but they will not hear you. To switch mute on or off, press .

Receiving Calls

When a call is ringing at your extension, you will see the Inbound Call Screen. The line/call appearance light will flash quickly for the incoming call.



Answering an Incoming Call

To answer the call:

- For hands free operation, press the **Answer** softkey or the line/call appearance button for the incoming call.
- Press the  /  button for handsfree or headset operation. The setting you have selected in the Options List for Audio Mode will determine whether the call goes to handsfree or headset operation. See the *Aastra 480i Installer Guide* for more information.
- Lift the handset for handset operation.

When you answer the call, the screen will change to the Connected State menu. If you cannot answer the call, the caller will go to voice mail if voice mail has been configured for your extension.

Sending an Incoming Call to Voice Mail

You can send an incoming call directly to voice mail without answering the call. To do this, press the **Voice Mail** softkey. If voice mail has not been set up for your extension, the "Voice Mail Is Not Configured" prompt will appear on the screen of your phone. Contact your Network Administrator for assistance.

Handling Calls

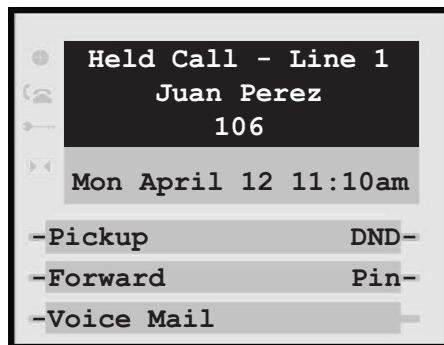
When you are connected to a call, you can use the softkeys or hard keys on the phone to transfer, park, conference or place a call on hold.

Placing a Call on Hold

When you place a call on hold, only your phone can retrieve the call.

To place a call on hold:

1. Connect to the call (if not already connected).
2. Press the **Hold** softkey.

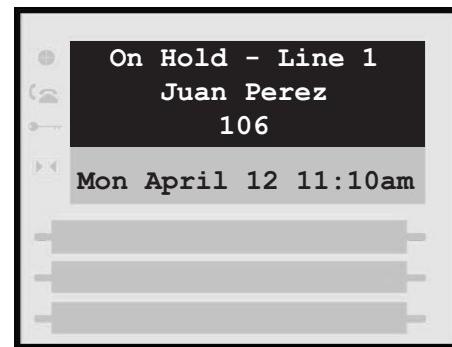


The line/call appearance light will begin to flash slowly and after a short time the phone will beep softly to remind you that you still have a call on hold. The screen will display "Held Call - Line..." with the line number the call is held at on your phone.

Note: The phone will not beep to remind you that you still have a call on hold if you are connected to another call.

When on Hold

When you have been placed on hold, the phone will beep softly to let you know you are still on hold. The call/line appearance light for the line you are on will remain solid to indicate that you are still connected.



Automatic Hold

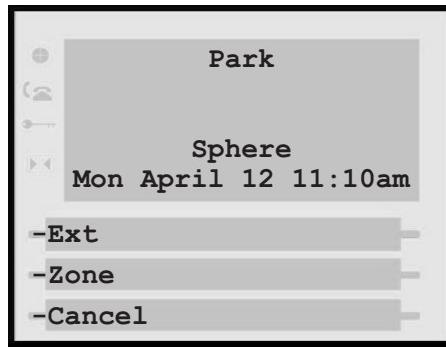
When juggling multiple calls, you do not have to press the hold button to go from one call to the next. The phone will automatically put your current call on hold when you press a new line/call appearance button.

Retrieving a Held Call

If you have more than 1 call on hold, you can scroll through the held call information by pressing the and navigation keys. To reconnect to a call press the line/call appearance button where that call is being held. If you press the call/line appearance button again, you will disconnect from the call.

Parking Calls

The Park softkey allows you to place a call on hold at an extension or a zone. When you park a call to an extension, this is a directed park that will place this call into that extension's call queue. When you park a call to a zone, any phone on the Sphericall system can retrieve the call.



To park a call:

1. Connect to the call you wish to park (if not already connected).
2. Press the **Park** softkey.
3. Press the **Ext** or **Zone** softkey.

4. If you do not wish to Park the call, press the **Cancel** softkey. This cancels the park, leaving the original call on hold. To go back to the original call, press the line/call appearance button for this call.

Ext – Extension Park

If you pressed the **Ext** softkey:

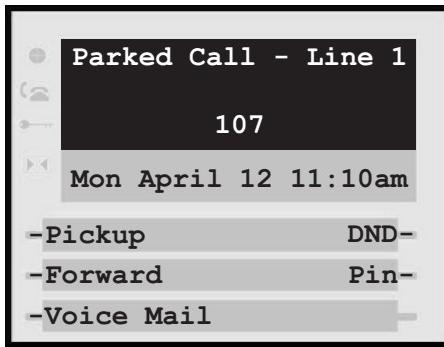
1. Press a BLF softkey or enter the extension number where you wish to park the call to. After parking the call, the phone opens a new line for you to make a new call.
2. If you do not wish to make another call, hang-up by placing the handset back on hook, pressing the or pressing the line/call appearance button for the active line.

Zone – Zone Park

If you pressed the **Zone** softkey:

1. Enter the park zone number (0 - 9) where you wish to park the call to. After parking the call, the line/call appearance light for the parked call starts blinking and the phone opens a new line for you to make a new call.
2. If you do not wish to make another call, hang-up by placing the handset back on-hook, pressing the or pressing the line/call appearance button for the active line.

The screen will display “Parked Call - Line ...” with the line number the call is held at on your phone.



If the zone parked call is not retrieved and left parked for a certain amount of time, the call will come back to the extension that parked the call.

To retrieve the zone parked call from the phone that parked the call, press the line/call appearance button for the line the call is held at.

To retrieve the zone parked call from a phone other than the 480i, take the phone off-hook and dial *91 plus the park zone number. For information on how to retrieve the zone parked call from the 480i, see the “Picking up Calls” section of this guide.

Transferring Calls

Blind Transfer

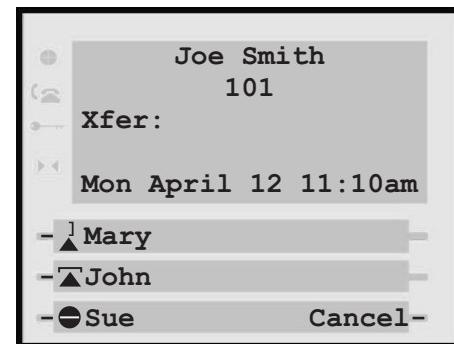
A blind transfer is when you transfer a call directly to another extension without consulting with the person receiving the call. To do this, simply complete the transfer before the receiving party answers the call. If the party that you are transferring the call to does not answer, the transferred call will ring back to your extension.

Consultive Transfer

You also have the option to consult with the person you are transferring the call to before you complete the transfer. To do this, simply remain on the line until the receiving party answers the call. After consulting with the receiving party, you can either complete the transfer or cancel the transfer to go back to the original call.

To transfer a call to another extension:

1. Connect to the call you wish to transfer (if not already connected).
2. Press the **Xfer** button



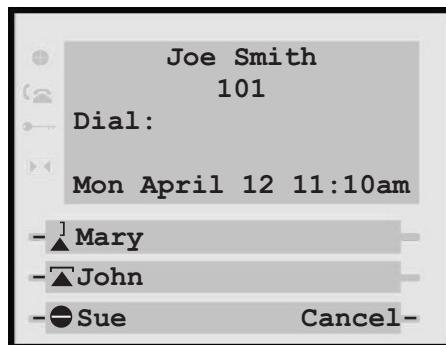
3. Press a BLF softkey, or you can enter the extension or (9) + the outside number of the person you wish to transfer the call to.
4. If you do not wish to transfer the call, press the Cancel softkey. This disconnects the new call, leaving the original call on hold. To go back to the original call, press the line/call appearance button for this call.
5. To complete the transfer, you can press the **Xfer** button again, or disconnect by placing the handset back on hook, pressing **Goodbye** or pressing the line/call appearance button for the active call.

Conferencing Calls

The Sphericall system supports up to three parties (including yourself) in a conference call.

To create a conference call:

1. Connect to the first party you wish to include in the conference (if not already connected).
2. Press the **Conf** button



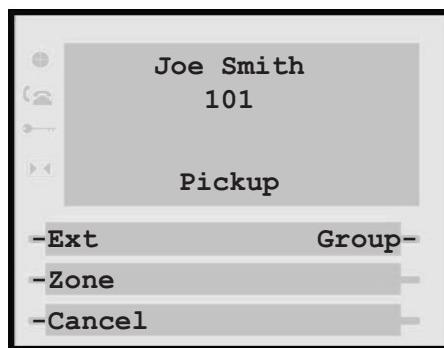
3. Press a BLF softkey, or enter the extension or (9) + the outside number of the person you wish to add to the conference.
4. Wait for the new party to answer. You can consult with the new party first before adding them to the conference.
5. If you do not wish to add the new party to the conference, press the Cancel softkey. This disconnects the new party, leaving the original call on hold. To go back to the original call, press the line/call appearance button for this call.
6. To add the new party to the conference, press the **Conf** button again.
7. To drop the new party from the conference, press the **Conf** button one more time.
8. If you wish to exit the conference leaving the other two parties connected, disconnect by placing the handset back on-hook or by pressing the **Goodbye** button.

Picking up Calls

Press the **Pickup** softkey and the call pickup screen will appear, allowing you to select a call pickup type. If the phone is connected to a call, pressing one of the call pickup softkeys will automatically place this call on hold before opening up a new line for the new call.

To pickup a call:

1. Press the **Pickup** softkey.



2. Press the **Ext**, **Zone** or **Group** softkey.

3. If you do not wish to pickup a call, press the **Cancel** softkey. This cancels the call pickup procedure.

Ext – Extension Pickup

Use this softkey to answer a call that is ringing at a specific extension on the your Sphericall phone system.

To use Extension Pickup:

1. Press the **Pickup** softkey.
2. Press the **Ext** softkey

3. If you do not wish to Pickup a call, press the **Cancel** softkey. This cancels the call pickup procedure.

4. Enter the extension number or the BLF softkey of the person you wish to pickup the call for.

The phone will automatically connect you to the caller when you have finished entering the final digit.

Zone – Zone Park Pickup

Use this softkey to retrieve a call that has been parked at a zone. If there is more than one call parked on a zone, this retrieves the oldest call that was parked on that particular zone.

To use Zone Park Pickup:

1. Press the **Pickup** softkey.
2. Press the **Zone** softkey.
3. If you do not wish to Pickup a call, press the **Cancel** softkey. This cancels the call pickup procedure.
4. Enter the zone number

Group – Group Pickup

Use this softkey to answer a ringing call from anywhere within the predefined Group Pickup area.

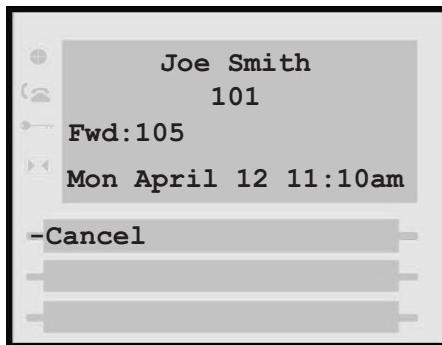
Ending Calls

To end a call, you first need to connect to the call if not already connected. Press the **Goodbye** button or the line/call appearance button of the active call. If connected through the handset, you can also place the handset back on hook to end the call.

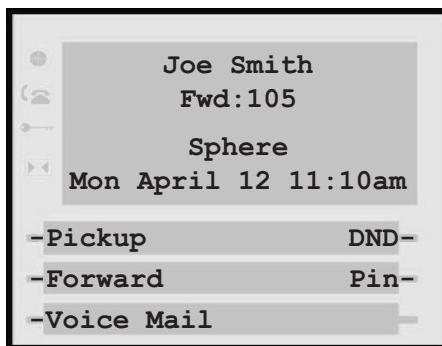
Extension Management

Forward

This softkey activates and deactivates Call Forwarding. When activating Call Forwarding, you will be prompted for the destination extension where your calls will be redirected. You can either press a BLF softkey or enter the extension number for the destination extension.



When your phone is call forwarded, the screen of your phone will flash **Fwd:** plus the destination extension number.



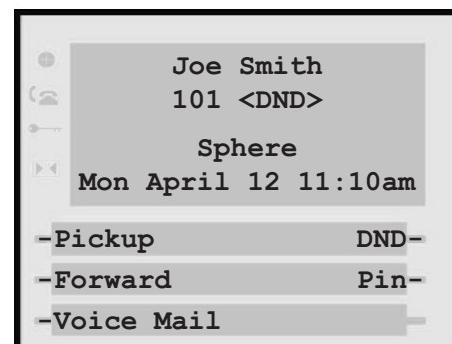
To deactivate Call Forwarding, press the **Forward** softkey again.

Voice Mail

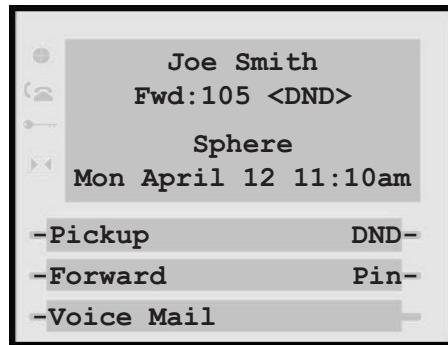
Use the **Voice Mail** softkey to access your voice mail messages through your phone. If your voice mailbox has not been set up, you will see the message **Voice Mail Is Not Configured** on the screen of your phone. Contact your Network Administrator for assistance.

DND (Do Not Disturb)

This softkey activates and deactivates the DND (Do Not Disturb) feature. When DND is activated, the phone is not alerted to calls. When your phone is on DND, the screen of your phone will flash your extension number plus the message **<DND>**. Any phone on the system that has your extension monitored as a BLF (Busy Lamp Field), will now have a DND icon beside it. To deactivate the DND feature, press the **DND** softkey again.



While DND is activated, the Forwarding and Coverage features behave as usual. If both Forwarding and DND are active on your extension, both will flash on your phone's screen



Additional Features

Star Codes

All of the main call handling and extension management features for extensions on the Sphericall system are accessed through the hard keys and softkeys on your phone. However, for any Sphericall star code commands that are not included, you can still use these on the 480i phone. Simply lift the handset and dial as you would on a regular telephone.

For Flash/Link commands simply press a new line/call appearance button followed by the star code. For example, to park a call this way while connected to a caller, press a new line/call appearance button then at dial tone press *8 plus the number of the park zone.

Services

The Services key on the 480i can access enhanced features and services provided by third parties. Check with your system administrator on how to configure this button. Availability of this feature is dependent on your phone system or service provider.

The Services button gives you access to additional services as they become available in the future. Built through the diverse web based language of XML, such future services could range from a directory list or call list, to weather, stocks, or flight information, etc.

FAQ

Why is my display blank?

Ensure that power is being provided to your phone. If your Network does not provide Inline power over Ethernet, you can obtain an additional accessory, the Aastra PoE inline power supply, to provide power over Ethernet locally to your phone. See the section “Connecting to the Network and to Power” in the *480i Installer’s Guide* for details.

Why is my speakerphone not working?

If you press  /  and the speaker light flashes and you do not hear dial tone, the Set Audio option has been used to set up the phone for headset use; press  /  a second time. If the light goes out, the phone is set up to be used only with a headset or handset. If the light stays on steady and you hear dial tone, you can alternate between the speakerphone and the headset by pressing  /  . See the section “Customizing your phone” in the *480i Installer’s Guide* for instructions on how to change the Set Audio feature.

Why can't I get a dial tone?

Check that all connections are not loose, and check that the phone has been installed properly. For installation instructions, refer to the “Installation and Setup” section in the *480i Installer’s Guide* provided with your phone.

My phone doesn't ring

Check the ring volume on your phone. It may be turned down or turned off. To adjust the ringer volume setting, press the volume button when the phone

is on-hook and idle. For more information, refer to the “Adjusting Volume section” in the *480i Installer’s Guide* provided with your phone.

Why is the light not coming on with a new Voice Mail Message?

Your phone system or service provider must provide “Visual” Message Waiting service for this function to work. Check with your system administrator for more information.

Why is my handset not working?

Check to ensure that the handset cord is fully connected to both the phone and handset. See the section “Connecting a Handset or Headset” in the *480i Installer’s Guide* for information.

What are services, and how do I use them?

Services are provided by your phone system or service provider, and can be accessed through the  key. This may include services such as Directory and Caller’s List. See the section “Using Services” in the *480i Installer’s Guide* or check with your system administrator for more information.

How do I set up my phone so that I can see the status of other extensions through the display?

Refer to the “Customizing Softkeys as Busy Line Fields” section under “Getting Started” within this guide. It explains how to set up softkeys to monitor the status of other extensions. If you are having difficulties, check with your Network Administrator for assistance.

I can't find the IP address of my phone

Instructions on where to find the IP address of your phone can be found in this guide in the “Customizing Softkeys as Busy Line Fields” section under “Getting Started.”

I added a BLF (Busy Lamp Field) through the AASTRA 480i WEB CLIENT but it doesn't show up on the phone.

Make sure you are adding a valid extension number on your system in the extension field of the Aastra 480i Web Client. You cannot use BLFs as speed dials for other numbers or system star codes. The BLFs are used to monitor the status of analog and IP extensions on your phone system. You can also call an extension by pressing the button next to the BLF.

How do I change my User Password for the Aastra 480i Web Client?

From the Aastra 480i Web Client, click on “Password” in the “User” section in the side menu bar. A new window will pop up. Enter your current user name and password into the user name and password fields. By default, the user name is “user” (all lowercase) and the password field is left blank. Enter your current password and the new password you would like to use in the corresponding fields, and then press the “Set Password” button.

If you have forgotten your password, contact your Network Administrator. By signing into the Aastra 480i Web Client using the Administrator password, your Network Administrator can use the Administrator password in the “Current Password” field in order to assign a new password for you.

For information on how to access the Aastra 480i Web Client, go to the **Customizing Softkeys as Busy Line Fields** section under **Getting Started** within this guide.